

# **TRANSITIONAL HOUSING INFO PACKET**

1. The Need for Help
2. Mentor Responsibilities
3. Application
4. Resident Agreement / Rules
5. Phases 1, 2, 3
6. Volunteer duties / chores
7. Community Resources
8. Church Resources
9. Map of area / “walk to resources”
10. Devotional guide – 7 foundations

**Transitional Housing** - First steps for getting help, admitting your need:

*(Initial the areas that apply)*

1. I need help with my Spiritual Life \_\_\_\_\_ Date \_\_\_\_\_
2. I need help with my Relationships \_\_\_\_\_ Date \_\_\_\_\_
3. I need help with my Job / Career \_\_\_\_\_ Date \_\_\_\_\_
4. I need help with my Priorities \_\_\_\_\_ Date \_\_\_\_\_
5. I need help with my Parenting \_\_\_\_\_ Date \_\_\_\_\_
6. I need help with my Finances \_\_\_\_\_ Date \_\_\_\_\_
7. I need help with my Time management \_\_\_\_\_ Date \_\_\_\_\_
8. I need help with my Attitude \_\_\_\_\_ Date \_\_\_\_\_
9. I need help with my Choices of friends \_\_\_\_\_ Date \_\_\_\_\_
10. I need help with setting boundaries \_\_\_\_\_ Date \_\_\_\_\_

## **Mentor Responsibilities for the Transitional Housing Program:**

1. Upon application, the mentor must meet with the Pastor and applicant to discuss the paperwork, background check, rules and purpose of the program.
2. Mentor will keep a key to the housing at all times and will meet with resident daily.

The Mentor will help lead in the following areas:

**a. Spiritually** – journey through the devotional guide questions and answers

**b. Work** – help find and keep employment.

**c. Financial** – oversee budget, spending and saving for re-entry housing.

**d. Transportation** – help resident secure driver’s license, vehicle and or temporary rides to work (taxi, bus pass, etc)

**e. Friends and Family** – Mentor must monitor association with people who can help support the success, or remove those who hinder the progress of the resident.

**f. Facilities** – Mentor is responsible to help maintain the needs of the housing provided such as minor upkeep, groceries, and propane.

3. The mentor will communicate weekly on the progress of the resident to the Pastor.

Mentor \_\_\_\_\_ Applicant \_\_\_\_\_

# ANEW Church Benevolence Ministry Application

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Last or current Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_

SSN # \_\_\_\_\_ Ok Driver License # \_\_\_\_\_

Are you currently on Probation or Parole? \_\_\_\_\_ officer \_\_\_\_\_

Criminal history \_\_\_\_\_

Do you have any court dates or legal matters to resolve? \_\_\_\_\_

Are you seeing a counselor? \_\_\_\_\_ medications \_\_\_\_\_

Medical conditions \_\_\_\_\_ Doctor \_\_\_\_\_

Family Members (Those living with you):  
\_\_\_\_\_

Family Members (Those not with you):  
\_\_\_\_\_

Any Income ? (Net/Take Home Pay): \_\_\_\_\_ per week / per month

What is your most pressing need?

Job \_\_\_\_\_ Drivers license \_\_\_\_\_ Clothes \_\_\_\_\_ Groceries \_\_\_\_\_ Shelter \_\_\_\_\_ Transportation \_\_\_\_\_

Other (please explain) \_\_\_\_\_

Are you able to work? Yes \_\_\_\_\_ No \_\_\_\_\_ limitations \_\_\_\_\_

If no, why not? \_\_\_\_\_

What kind of work skills do you have?  
\_\_\_\_\_

Current or last job: \_\_\_\_\_

Contact/Work reference and phone number: \_\_\_\_\_

Do you currently attend church? \_\_\_\_\_ Where? \_\_\_\_\_

Church Reference Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

If you don't have a church to attend, will you be here this Sunday at 10:30? \_\_\_\_\_

## RESIDENT RESPONSIBILITIES:

1. Fill out the application for residence with copy of ID, background info, emergency contact, etc.
2. Complete the "Foundations" Bible study class during your stay in the program.
3. Volunteer at the church for at least 5 hours per week of light duties, such as cleaning, painting, etc.
4. Meet daily with the Pastor or check in by phone with Mentor for devotions and life planning such as GED, job searching, etc.
5. No loitering will be allowed during the day, and 11pm curfew will be enforced.
6. No additional guests will be allowed on the premises.
7. Church attendance is mandatory Sunday morning and Sunday eve.
8. Church property will not be modified, or vandalized in any way. Residence is subject to inspection at any time without notice. No key will be furnished for the resident; therefore no valuables should be left in the trailer. Staff may lock the trailer, and terminate program without notice if resident fails to communicate daily.
9. After securing employment, at least 50% of your take home pay will be set aside in a "launch fund". This will be held by the church and returned upon completion of the program. The church may even match this amount, (depending on availability of funds), to help with rent or transportation.
10. If a resident breaks the rules of the program, or leaves before completion, the funds accumulated will be forfeited.
11. Anew Church will not be held responsible for loss, theft, or injury in any way while on church property.
12. No tobacco, open flames, alcohol, or weapons of any kind are permitted.
13. Parking is only allowed across the street.

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Phase 1, 2, & 3

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### **Phase 1** (7 to 14 days)

1. Upon arrival and check in to the housing, you will need to inventory your personal belongings. Clothes, personal items, etc.
2. You will be instructed on how to use the water, propane and sewer.
3. You will need to wash all clothes, sheets, blankets, etc. The washer and dryer are available at the Hope Outreach day center.
4. You will be accountable for your time 8 hours a day. You must report to the church office by 9:00am daily, or call the office and leave a message if the staff is not available. You will check back in by 5:00pm.
5. You will start your day by eating breakfast and bathing before you check in with your sponsor / mentor.
6. Some groceries are provided in the trailer and lunch is served at 11:30 at "Our daily bread".
7. If you need clothes, you can work for a voucher at Hope Outreach.
8. Your money will be accounted for weekly. Any financial gift from friends, family, etc., will be used for living expenses.
9. You will work 8 hours a day trying to find a job. Job hunting is your job.

### **Phase 2** (15 to 30 days)

1. After finding a job, you will work out a schedule to fulfill your additional work obligation (5 hours per week) at the church.
2. All scheduling will be arranged, written out, and kept on file at the church office. This includes counseling, DHS, Prob / Parole, etc.

### **Phase 3** (31 to 90 days)

1. Exiting the program will be planned out by you and your sponsor/ mentor.
2. Communication is expected daily as you will still need to check in by phone or in person.
3. Final cleaning of the facilities will be taken care of before your "savings / launch fund" will be released.

## Resources:

time	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SAT	SUN
9:00							
10							
11							
12							
1:00							
2							
3							
4							
5							

<b>Place</b>	<b>item</b>	<b>phone</b>	<b>address</b>
Our daily bread	meals 11:30	242-5718	w Randolph
Hope outreach	day center / shower, laundry	237-3695	w Broadway
CDSA	housing, medicine	242-6131	2615E Randolph
DHS	food stamps	548-2050	s Van Buren
NWCB	mental health, counseling	234-3791	702 N Grand
Stepping Stones	substance abuse / re-hab	233-6070	701 w Maine
Prob and parole		977-3400	900 W Cherokee





## **Transitional Housing Chores / volunteer hours**

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1. mowing grass, weed eat, trim bushes
2. janitor, cleaning (vacuum, trash, cleaning bathrooms)
3. empty sewer tank on RV weekly
4. keep RV clean from trash and food.
5. stock water in fridge, carry cases from basement
6. organize tools, sheds, etc
7. light bulbs, replaced daily in auditorium and throughout building.
8. clean out church vans, wash vehicles outside when needed.
9. kitchen cleaning, dishes, stock napkins, paper plates, cups, etc

### ***Daily Maintenance Checklist***

- 1. Trash – Main auditorium, offices, media loft, snack shack, bathrooms, conference room, nursery, kidmo area, and carnival kids.**
- 2. Vacuum - Main auditorium, chairs(with handheld vacuum) ,offices, snack shack, conference room, nursery, kids area, and studio 3,4,5, and stairs.**
- 3. Bathrooms – Paper goods re-stocked, toilets and sinks cleaned, hand soap bottles full, floors swept and mopped, air freshener dispensers full.**
- 4. Sweep and Mop – All tile downstairs ( check in desk and bathroom areas.)**
- 5. Light bulbs – Check all bulbs in offices, main auditorium, snack shack, lamps, entry way (lobby), bathrooms, conference room, nursery, carnival kids, bleachers, prize store, janitors closet, check in desk .**
- 6. Outside – Check lot for mowing, weed eating, and edging. Pick up any trash laying around lot and throw in dumpster on NW side of church. Empty outside trash bins by pavilion located N side of the church into dumpster also.**

## HELP LINES

### SENIOR SERVICES

Senior Information Line 1-800-211-2116  
Adult Protective Services 24 Hour 1-800-522-3511

### MENTAL HEALTH

Northwest Behavioral Health 24 Hour 234-3791

### MILITARY & VETERAN'S ASSISTANCE

Vance Family Support Center 213-6330

### DOMESTIC VIOLENCE/SEXUAL ASSAULT

YWCA Crisis Hotline 24 Hour 234-7644  
Child Abuse Hotline 24 Hour 1-800-522-3511

### DISASTER RELIEF

Red Cross 24 Hour 237-5994

### RUNAWAY

Youth & Family Services 24 Hour 233-7220

### RX FOR OKLAHOMA

242-7928

## Dial 211 For 24 Hour Information & Referral

Prepared by CDSA, INC and  
the Enid Metro Commission  
2615 E. Randolph  
Enid, Oklahoma 73701

## EMERGENCY ASSISTANCE GUIDE For Enid, Oklahoma

CDSA, INC and the Enid Metro Commission  
Are United Way Partner Agencies

## Meals Served

**SALVATION ARMY** 516 N Independence  
every Monday—Sunday 6:00—7:00 pm Sundays 12:20—1:20  
**OUR DAILY BREAD** 616 W Randolph  
Mon-Fri 7-9:30 am Breakfast 10:30-12:00 Lunch  
**UNIVERSITY PLACE CHURCH** 2107 E Broadway  
Mon 6-6:30 pm Closed July  
**1ST PRESBYTERIAN CHURCH** 502 W Maine Sat 11 am-noon  
**MOBILE MEAL** \$62 Per Month Delivered Mon-RSVP 233-5914  
**WHEATHEART NUTRITION** 1225 S. Cleveland Mon-Thu 12:00 noon  
**First Baptist** - 401 W. Maine - 2nd and last Sunday - 1:00 - 2:00

## Groceries

**BETHANY UNITED METHODIST CHURCH** 931 E Maple 237-6611  
3rd & 4th Tues of the month 9:30 am-noon  
**NORTH GARLAND CHURCH OF CHRIST** 703 N Garland 237-4658  
Thurs 10 am-12:00 **1 TIME PER FAMILY Per Month**  
**SALVATION ARMY** 516 N Independence 237-1910  
**BY APPOINTMENT ONLY**  
**ST. GREGORY'S CHURCH** 1924 W Willow Fri 9 am-noon 233-4589  
**UNIVERSITY PLACE CHURCH** 2107 E Broadway  
M,T, Th, F 1 - 4 pm 234-5221  
**ZOE BIBLE CHURCH** 729 E Maine 237-7703  
Mon or Fri 10 am-12 noon & 1 pm - 3 pm

## Other Community Resources

**MID-AMERICA FOODS** Willow Road Christian Church  
729 West Willow Road - Erla 747-3575  
**ANGEL FOOD (NOT A FOOD PANTRY)** Destiny Christian Fellowship  
220 W. Broadway 9 am—noon Friday  
**AREA AGENCY ON AGING at NODA** 2901 N Van Buren 237-2236  
**CATHOLIC CHARITIES** 528 W. Broadway 237-7352  
**CDSA** 2615 E Randolph 242-6131 Closed daily 12-1 pm  
**DEPARTMENT OF HUMAN SERVICES (DHS)** 2405 Mercer Drive  
548-2100  
**ENID COMMUNITY CLINIC** 1106 E Broadway 233-5300  
**GARFIELD CO HEALTH DEPT** 2501 Mercer Drive 233-0650  
**COMMUNITY CARE & HOMELESS MINISTRY** - 815 W Maine  
237-4800  
**HIS HELPING HANDS MINISTRY** - Oakwood Christian Church  
3604 W. Randolph  
Single Moms, **BY APPOINTMENT ONLY** 747-0272 leave message  
**NORTHWEST CENTER FOR BEHAVIORAL HEALTH** 702 N Grand  
234-3791  
**LEGAL AID SERVICES OF OKLAHOMA, INC.** 1-888-534-5243  
**RED CROSS** 1023 W Elm 237-5994  
**SANDRA BEASLEY INDEPENDENT LIVING CENTER**  
705 S Oakwood Road 237-8508  
**VANCE FAMILY SUPPORT CENTER** 213-6330  
**WORKFORCE OKLAHOMA** 2613 N Van Buren 234-6043  
**YOUTH & FAMILY SERVICES** 605 West Oxford 233-7220  
**YWCA WOMEN'S SHELTER** 525 S Quincy 234-7644

CD SA- 242-6131

2615 East  
Randolf

**LANDLORD LIST**

<u>NAME</u>	<u>PHONE</u>	<u>PETS</u>
B & B Properties	233-5555	Depends
Jim Harris	242-3800	Yes (Deposit)
Myra Morton	234-7646	No
Larry Merryman	237-3815	Depends
Andrew Real Estate	234-1233	Yes
New View Apartments	242-1332	Yes
Enid Homefinders	233-9222	No
Enid Property Management	233-2461	No
Sandpiper Apartments	237-3815	No
Edgewood Arms	234-0500	No
Herry Groethe	237-0710 home/402-2470 cell	No
A & S Real Estate	747-1252	No
Robert Benz	237-4363 (all bills paid)	No
Peasant Run Apartments	234-1625	No
Roosevelt Park Apartments	234-1658	No

**SUBSIDIZED HOUSING**

Cherokee Terrace	237-4324	No
Pine Manor	233-5336	No
Rolling Meadows	233-2850	No
Southridge Apts.—Waukomis Tuesday & Thursday only, 8:00 am to 12:00 pm	758-3863	No

Name of Organazation	Phone #	Address	Point of Contact	Days/Hours	Services
Bethany United Methodist	237-6611	931 E. Maple	Kim Giles	3rd & 4th Tuesday	10-12 food pantry
calvary Baptist	237-1336	831 E. Broadway	Peule	Mon-Thur	Small amount on utilities/Fuel
catholic Charities	237-7352	now. Maine	Laura or Stacy	Mon-Fri 8-4:30	utilities/counseling
Christ the King (Zoe)	237-7703	729 E. Maine	Heather	Mon & Fri	Food agency
Christ United Methodist	237-3938	2418 W. Randolph	Amy or Pastor Jim Jones		
Church of Christ	234-2876	3601 W. Owen K.	Garriot Bart		small amount on utilities
Emmanuel Baptist	237-0602	2505 w. Owen K.	Garriot Brenda		utilities/gas/food
Enid Reformed Church	366-4058	5913 W. Chestnut	Noah		benevolence fund for services
First Baptist	234-1133	401 W. Maine	Mike Addington		utilities
First Presbyterian	237-5413	502W. Maine	Carol Dlapers/RX/sometlmes		utilities
First United Methodist	237-2041	401 W. Randolph	Anita Lavicky/5usan	50uthall	Gas Vouchers w/ Valid DL
Grace World Outreach	234-6442	2502W. Elm	Maggie Jackson		some gas and food, church members art
Hope Outreach	237-4800	215 5. Van Buren	Matt Lohman		work exchange program
Mennonite Brethren	234-1698	2500 N. Van Buren	Jonathan		small amount on utilities/grocery cards
North Garland Church of Christ	237-4658	703 N. Garland	Perry	Thurs. 10-12	Diapers If available/food
Oakwood Christian	233-1225	401 N. Oakwood	Yvonne		members only
Our Dally Bread	242-5718	616 W. Randolph	Sandy		meals
St. Gregory's	233-4589	1924W. Willow	Dee or Lori		utilities/Food
Trinity Baptist	234-8812	1818 E. Chestnut	John Doffard		no assistance at this
Trinity Lutheran	796-2243	Lahoma Rev. Erik Brown			food pantry/Thanksgiving dinner
United Way	237-0821	2300 N. 10th St	Sean or Rhonna		sea n. byrne@unitedwayenid.org
University Place Christian Church	234-5221	2107 E. Broadway	Rebecca		food bank/clothing closet
Willow Road Christian	234-2119	729W. Willow	Leslie		small amount on utilities
World Harvest church	234-4474	210 E. Maple	Tamara		small amount on utilities t

